

# **CHARTER**

## **of the San Francisco Acquisition Interagency Council (revised 1 June 2015)**

### **Purpose**

The purpose of this Charter for the San Francisco Acquisition Interagency Council (previously named "SF Acquisition Roundtable" and herein referred to as the "SF Acquisition Interagency Council, or Acquisition Council") is to memorialize the history of the Council, its mission and objectives, values, membership and financial impacts vis-à-vis the San Francisco Federal Executive Board.

This Charter also recognizes its aegis under the San Francisco Federal Executive Board (SF FEB) with full Council status and benefits thereto.

This Document also formally recognizes that honorary co-chair persons at the Senior Executive Service (SES) level will sponsor this Council and will support the mission, objectives, and strategic vision of said Council.

The latter two actions delineated above were placed before the FEB members in attendance, with passage of the resolutions, effective 11 June 2015.

### **Historical Antecedents:**

The Acquisition Council (previously referred to as the "Acquisition Chiefs' Roundtable") was created in 2007-2008 as a volunteer organization of acquisition leaders within the San Francisco-Greater Bay Area. These leaders were cognizant of the importance to collaborate and meet on at least a quarterly basis, in order to leverage each other's acquisition expertise, provide statuses with regard to their particular organizations, develop strategies to counter the attrition of the contracting workforce, provide cross-training opportunities, and share best procurement practices within the Federal contracting milieu.

The original architecture of the original structure was mostly adhoc and organically evolved through the dedicated work of the US General Services Administration, Federal Acquisition Service and contracting leadership at the US Army Corps of Engineers.

These meetings have evolved to encompass additional agencies, as a structured/standing event, on at least a quarterly basis, with a quorum consisting of four (4) agencies.

## **Organization**

**Vision:** The Vision of the SF Acquisition Interagency Council is to become an important partner with the San Francisco Federal Executive Board and harness this synergy within the Council membership to become one of the nation's leading and premier Acquisition Councils. This shall be accomplished by optimizing organizational/institutional and employees' contracting expertise, fostering cross-agency collaboration, promoting excellence in customer service and infusing innovation and agile procurement practices by benchmarking and inculcating aspects of "corporate" culture from innovation labs, start ups, 18F, and other leading edge technology firms located in Silicon Valley and the general vicinity. We are located at the epicenter of change.

**Mission:** The mission of the SF Acquisition Interagency Council is to create a dynamic and agile entity under the San Francisco Federal Executive Board (SF-FEB), which will leverage contracting resources and expertise in order for the SF-Bay Area to become the Acquisition Center of Excellence. This encompassing mission of promoting acquisition excellence with a focus on taxpayers' savings, effective solutions and "leaning forward" will be inclusive and totally voluntary membership with no membership fees – commencing with core membership from Federal agencies, with inherent agility envisaging State, Local, "Start-Ups", and Non-Profit participation, as warranted.

**Tenets:** Specifically, the Acquisition Interagency Council will establish a priority of major acquisition issues affecting all those encompassing the professional acquisition workforce. The Council will be placing emphasis, in order to help the cadre of contracting officials and those senior leaders involved in contracting, on the following areas:

- Sharing contracting policies, practices, metrics, and operational procedures to enhance consistency within the Federal acquisition landscape;
- Evaluating and strategically positioning acquisition leadership to anticipate the workforce's future in terms of recruitment/attrition/retirement, etc.



- Fostering collaboration amongst Federal agencies with possible expansion to state and local departments/organizations;
- Promoting a customer-centric organization and infusing exemplary customer service, particularly amongst client agencies, the contractor community, industry partners, and the “ultimate” customer: the taxpayers. To this end, the Interagency Council will uphold the contracting profession’s basic tenet of maintaining its fiduciary responsibility to the taxpayers while meeting and exceeding clients’ expectations.
- Providing Cross-Training opportunities in order to effectively minimize the impact of the realities of agencies’ budgets;
- Demonstrating, leveraging, and optimizing the use of technology in the acquisition arena to assist personnel in accomplishing work in the most cost-effective and efficient manner practicable;
- Creating a “best practices”/lessons learned presentation for training the local contracting and program offices, with possible replication of the Acquisition Interagency Council construct in other areas of the country;
- Networking through nationally-recognized organizations, such as the National Contract Management Association (NCMA) and the Institute of Supply Management (ISM), the National Government of Institute of Purchasing (NIGP), and Supply Chain Management organizations;
- Optimizing agile practices in using ideation, crowdsourcing, scrums and other forward-leaning processes, to create a catalyst for change in the local acquisition landscape. Predicated upon loose-knit, yet cohesive and passionate groups, such as 18F, Govloop 2.0, the National Contract Management Association (NCMA); the Acquisition Interagency Council can serve as a leader in agile acquisition development and practices;
- Enhancing our relationships with local educational institutions, such as the University of San Francisco, University of California, Berkeley, and San Francisco State University to bolster recruitment efforts within the Federal acquisition workforce while commensurately assisting in promoting their contracting programs (degrees and certifications);

- Creating a united voice in assisting in changes on the national acquisition level, with the hope of crafting the Federal contracting landscape and streamlining the procurement process;
- Maintaining and enhancing the professionalism of the acquisition profession.

## Values

**Commitment to Acquisition Excellence:** Our commitment is to make the Acquisition Interagency Council the premier acquisition group serving as a model for others in aggregating and creating synergy with regard to teamwork, collaboration, replete with open and honest dialogue. The Council's commensurate commitment is to "raise the bar" for our local acquisition professionals in ensuring that they maintain their fiduciary responsibilities to the taxpayers while increasing their understanding of contracting nuances and creating innovative acquisition solutions, focus on ideation, open discussion of acquisition issues, and optimization of cross agency collaboration and training opportunities.

**Innovation:** The Council recognizes the need to craft and develop ways to "work smarter" by streamlining the acquisition process and inculcating innovative acquisition practices, mostly gleaned from organizations such as 18F, innovation labs and start-ups. Innovation is a seminal value of the Acquisition Council, because it provides the workforce an opportunity to try new things, becomes less "regulatory" focused (and more focused on agile), and look at methods in which to develop innovative acquisition solutions for customers. In addition, the nexus of innovation and acquisition sustainable practices is of critical importance, given the triangulation amongst societal, political and economic concerns directly related to an integrative and holistic rubric, which is particularly relevant, in today's fast-paced world

**Inclusiveness:** The Acquisition Council is strongly committed to reaching out to other acquisition professionals and leaders within the San Francisco-Greater Bay Area territory. It is the Council's tenet that the "sum is the greater than the number of parts" as such, the Council is committed to opening up membership to all those directly or indirectly involved in the arenas of acquisition, contracting and purchasing.

**Customer Service:** The importance of customer service is an integral element in providing appropriate acquisition solutions for organizations. The Acquisition Interagency Council is committed to providing excellent service while "exciting and delighting" customers. This is accomplished by providing contractual solutions, which epitomize efficiency, best value, without



sacrificing regulatory compliance or contract quality. In contrast to the past, in which acquisition codification consisted of prohibitions and proscriptions, the evolving regulatory guidance permits and encourages contracting flexibilities which promote facilitation of customer-focused offerings to best fulfill agencies' critical missions. The Council members will coordinate and work with agencies to emphasize customer service, relationship-management, and develop metrics to measure effectiveness of agency-customer engagement.

## **Membership**

Given the innate flexibility and organic nature of the Acquisition Interagency Council, it is important to adhere to the articulation of values stated herein. This Council is akin to "open-source," and becoming a member simply involves contacting one of the chairpersons noted in this Charter.

Membership is voluntary and no fees are levied to be part of the Council. This Body is committed to respecting all opinions, providing feedback and input in a non-attributive environment, with the objective of exchanging ideas, implementing educative and cross-training/rotational assignments, and fostering diversity and inclusiveness to the maximum extent.

At present, the Council embodies several active agencies/organizations, including the following:

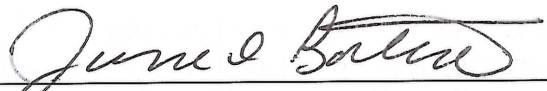
- US General Services Administration
- US Army Corps of Engineers
- US Forest Service
- US Coast Guard
- Internal Revenue Service
- Department of Labor
- US Department of Agriculture
- US Environmental Protection Agency
- US Small Business Administration

Due to attrition (namely retirements), the Council once included acquisition leaders from the Internal Revenue Service, US Postal Service, and the Berkeley National Laboratory. The Council is committed to making a concerted effort to repopulate this leadership through a new generation of employees comprising the Acquisition Workforce as well as expand its membership base to other agencies.

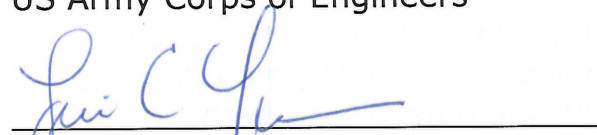
## Financial Risk/Liability

The Acquisition Council is a volunteer organization that does not incur any financial obligations nor does it collect any dues or fees from participating members; therefore, there is no need for a financial audit on Council operations. Due to this structure, the San Francisco Federal Executive Board incurs no financial risk or liability.

## Agreement


  
James Bartha, Chairman Emeritus  
Chief of Contracting  
US Army Corps of Engineers

11 June 2015  
Date


  
Leslie C. Yamagata, Chairman  
FAS Deputy Regional Commissioner  
US General Services Administration

12 JUNE 2015  
Date

### SES Executive Sponsorship – Honorary Co-Chairpersons of the San Francisco Acquisition Interagency Council:

  
Linda N. Allen, SES  
Regional Commissioner and  
Head of Contracting Activity  
FAS, Pacific Rim Region  
US General Services Administration

12 June 2015  
Date

  
Traci L. Clever, PMP, SES  
Regional Business Director  
South Pacific Division  
US Army Corps of Engineers

11 July 2015  
Date